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Weekly Report for Week Ending
7 January 1959
from
Records Disposition Branch

1. Contributions

a. General Counsel/Office Layout and Filing Equipment

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Prepared floor plans for the Law Library in the New Building to accommodate shelving for the law-book collection, a conference room, and space for the librarian. We also concurred in their request to the Office of Security for a small vault room adjacent to the library.

b. Suggestions were also made for the attachment of dust canopies on their existing shelving and the use of a small newspaper each. Project complete.

c. Records System for DD/Pers/PD

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✓ Completed expansion of previous Subject-Numeric File to include non-administrative material. Modified to permit its use as index and file plan for DD/Pers/PD. Completed screening material for disposition and retired 6 cu. ft. of non-current material.

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Work described above was performed by and DD/Pers/PD. Records Management participation was limited to staff guidance and monitoring in order to provide them with maximum training in the revised file system.

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2. Assignments

a. Filing Equipment

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Office of Personnel/Records Services Division

Our assistance has been offered to the Division to help in setting up their files on the shelving which has been installed. Still awaiting the shipment of the remainder of the shelving.

OCR/IR Filing Equipment Installation

All filing equipment has been installed and work on clearing up the area is in process.

Office of Security/Building 13

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Requisition for shelving has been forwarded to the Office of Logistics for procurement.

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OO/Contact Division/ []

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Our proposal for shelf filing at the [] Office has been forwarded to them. [], Executive Officer will inform us of their reaction.

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EE Division/ []

Requisition for shelving and sorting racks have been forwarded to the Office of Logistics.

OO/FDD Translation Index []

No change from previous report.

Executive Secretary FE/DD/P []

Literature on Rol-Dex card filing equipment has been furnished to [] who indicated they will decide on a piece of filing equipment in the near future.

Personnel/Contract Personnel Division/Card Index []

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No change from previous report.

b. Records Systems

Special Planning Assistant/DDS []

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Work continues on the installation of the file system.

Installation of Subject-Numeric Files in OP []

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Fourteen installed; 1 in process (Employee Relations Branch).

c. Records Schedules

Office of Central Reference []

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Review of schedule continues.

Medical Staff []

No change from previous report

d. Review of Clerical Training in Filing []

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Received memorandum from [] Chief of Clerical Training/OTR summarizing our 15 December meeting with her staff. Continued work on improving lesson plans and visual aids used in course on "Filing" given clerical employees in IAS/Pool.

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3. Vital Materials

Microfilming of Vital Materials in the Office of Security and OCR/IR continues. These projects are 90% and 85% complete respectively.

Due to the short week there was no trip made to the repository this week.



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